



Department of Development Services – West Region

JOB OPPORTUNITY

CLINICAL NURSE COORDINATOR (GENERAL)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open to: Public

Job Title: Clinical Nurse Coordinator (General) – (70hrs. /bi-weekly)

Hours: Monday – Friday 8:30am – 4:00pm; Regular Days Off Saturday, Sunday **(Requires schedule flexibility for evening meetings and to meet Individual/agency needs. Nurse on call rotation)**

Salary: \$2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88)

Closing Date: February 29, 2016

Position#	Location	Division/Program	Special Experience
0015964	Ella Grasso Center – Stratford	Community Companion Home (CCH)	One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.
0018464	Cheshire	Community Companion Home (CCH) – Private Division	One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

Examples of Duties: Duties consistent with the Clinical Nurse Coordinator (General) mental retardation job classification. Incumbent responsible for Health Care Planning and Coordination; Assessment/evaluation of individuals health; documents nursing interventions, plans, and communications; Prioritizes caseload for assessments; conducts Community Companion Home (CCH) provider training; provides health care orientation for new CCH providers on individual health care needs and licensing requirements for health care; works to assure CCH providers understanding of the individual's health care Plan Team Process; serves as a resource person to other team members; and identifies safety needs of individuals. Participates in the development of person's individual plan; assists with development of crisis intervention plan to assure continuity of services; Participates in individual's transition process; participates in Safety/risk assessments, completion of the Level of Need Tool; acts as liaison with community health providers, to increase the number of knowledgeable health care resources in the community; assures provision of optimal health care; serves as liaison with hospitals/Long Term Care's (LTC;s) serving assigned CCH individuals, Licensing/safety. In addition, incumbent may assist CCH providers to prepare for licensing inspections; organization of documentation; developing plan of correction for health care issues; assist behavior specialist and case manager prepare and present for PRC; participates in Mortality Review for deceased individuals on caseload. May also be responsible in assisting the private agencies which follows up on Individual care in community programs to assure Individual in least restrictive environment; assures continuity of care to prevent recidivism; maintains records of Individual progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may develop and conduct in service educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

Knowledge, Skill and ability: Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for individuals and their families in institutional and community oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. Knowledge of nursing Principles and clinical therapeutic models of Individuals care, with emphasis on interdisciplinary team approaches as related to parenthetical title.

General Experience: Three (3) years of professional nursing experience.

Substitution Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. This position requires travel and flexibility to assist with IFS emergencies. Applicant must be able to obtain CPR certification.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and Individuals with disabilities